



Application form for Fellowship of the Institute



For members of the Chartered Institute of Building

Where a professional body imposes no quantifiable minimum level of CPD activity on its members, the Institute requires applicants for Fellowship to complete an agreed minimum of relevant annual CPD, to maintain competence specific to the applicant's professional role and responsibilities.

It has been agreed with the CIOB that the requirement for Fellowship of the Institute (FInstCPD) for its members is an annual amount of 30 hours minimum of qualifying CPD, undertaken in the 12 month period preceding this application.

Personal and contact details	CIOB membership number
Full name.....	Title (Mr/Ms etc).....
Honours/Awards	
Professional qualifications/letters.....	
Grade of CIOB membership	Date of birth.....
Home address	
.....	
Telephone.....	Mobile
Email.....	
Company.....	
Position held	
Company address	
.....	
Telephone.....	Fax.....
Email.....	
Please indicate preferred correspondence address: Home <input type="checkbox"/> Work <input type="checkbox"/>	

The current annual subscription is £100 plus VAT. Please enclose with your application a cheque for £117.50, payable to ICPD.

Declaration

I hereby apply for admission to Fellowship of The Institute of Continuing Professional Development and declare that, in the 12 month period to the date of this application form, I have complied with the CPD requirements of the CIOB and I have also undertaken what I believe to be significantly additional, relevant CPD. I confirm that the information in support of my application is accurate and agree, if admitted, to abide by the Institute's bye-laws (available at www.cpdinstitute.org).

Signature

Date

**Please send your application, together with supporting material and subscription fee to:
The Membership Office, The Institute of Continuing Professional Development, Grosvenor Gardens House,
35/37 Grosvenor Gardens, London SW1W 0BS, UK Tel +44 (0)20 7828 1965 info@cpdinstitute.org**

With reference to the guidelines on the opposite page, please summarise your 'qualifying CPD activity' over the past twelve months by completing the form below and/or attaching a copy of your CPD record. Please also attach appropriate supporting material.

Activity	No. of hours	Comments
Attendance at: CPD events		
Lectures		
Conferences/Seminars		
In-house training		
Open, distance and e-learning		
Formal study		
Lecture delivery/Presentations		
Structured reading		
Coaching		
Mentoring		
Other activities		
Total hours		

FOR INTERNAL USE ONLY

Approved for membership

Initials

Date.....

Qualifying CPD activity

Every CIOB member has an obligation under Rule 13 of the CIOB Rules of Professional Competence and Conduct to maintain the value of the professional qualification through CPD. Members must be able to produce their CPD record when asked. CPD is compulsory and is monitored on a random selection basis.

"Members" in this context refers to Fellow, Member, Incorporated or Associate members of CIOB (FCIOB, MCI0B, ICIOB, ACIOB).

The ruling states:

"Members shall keep themselves informed of current thinking and developments appropriate to the type and level of their responsibility. They should be able to provide evidence that they have undertaken sufficient study and personal development to fulfil their professional obligations in accordance with the current CIOB guidelines for Continuing Professional Development (CPD)".

CIOB Members are responsible for developing their own annual CPD plan, evaluation of their CPD activities and keeping a record of the activities that they undertake. Compliance does not require a set number of hours. The amount of CPD done will depend on circumstances, and be appropriate for the level of responsibility and ongoing development.

CPD activities might include:

- Open distance learning (video packages, the Internet, slide/tape packages, correspondence courses)
- Private study, including systematic study of literature or even learning a relevant language
- Technical and professional conferences, lectures, seminars, workshops, study tours, and short courses
- Courses leading to professional qualifications or academic awards
- Preparing articles for publication
- Teaching (for those not in teaching posts)
- Practice (for those in teaching posts)
- Preparing papers and contributing to technical meetings and study groups
- Examining, tutoring or mentoring.

Please note that Fellowship of the Institute does not necessarily infer compliance with the CPD rules of the CIOB, which CIOB remains free to enforce independently.



The Institute of
Continuing Professional Development

www.cpdinstitute.org

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